



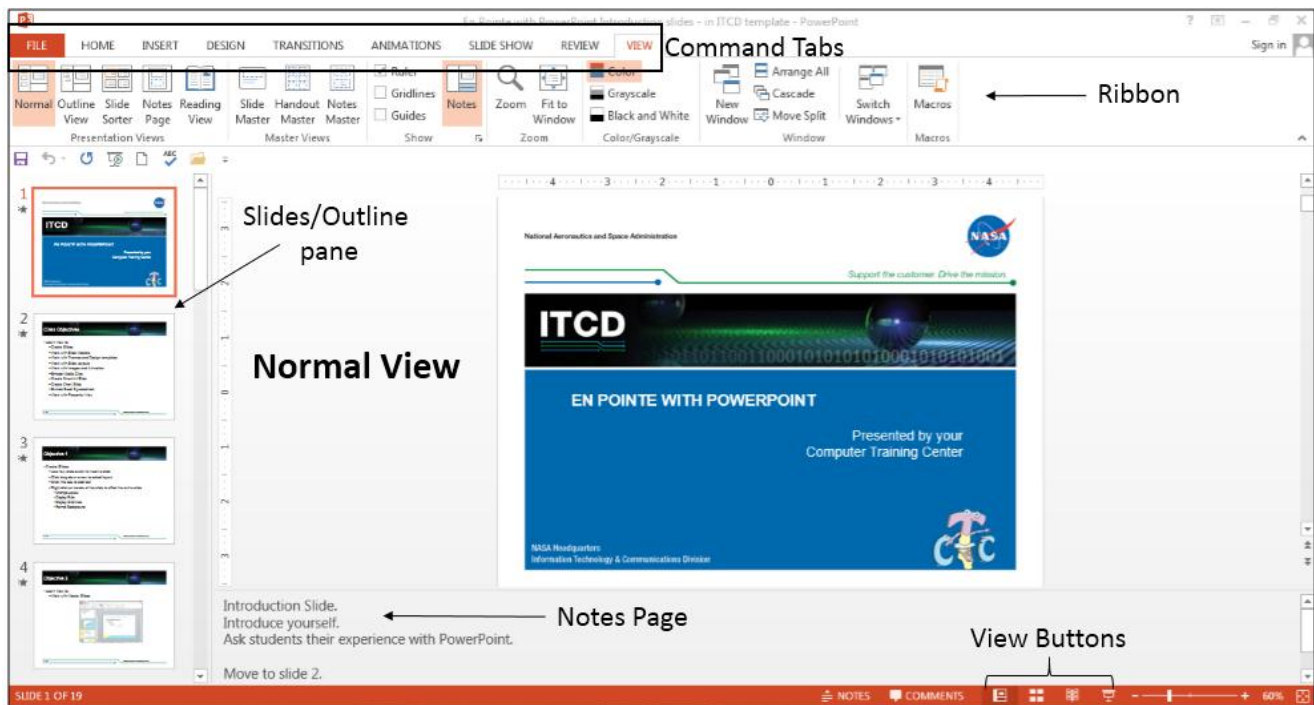
Quick Reference Guide 1

PowerPoint 2013 for Windows

Getting Started



PowerPoint 2013 Application Window

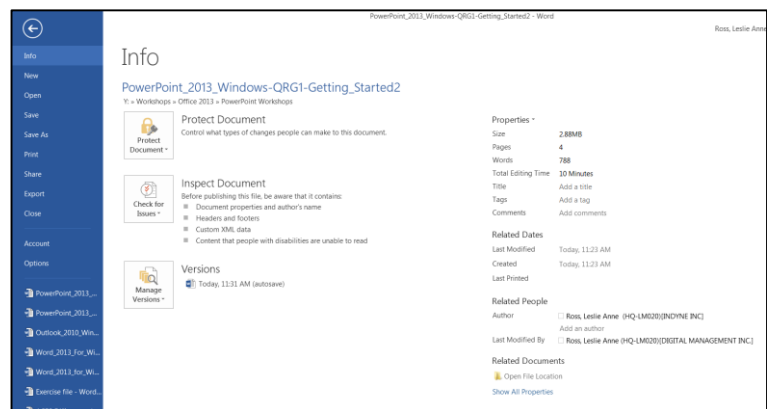


Backstage View – File Tab

The *Backstage View* includes many tasks that were traditionally located in **Tools | Options** in previous versions of PowerPoint. While the ribbon contains commands for working in a PowerPoint file, the *Backstage View* contains commands to do things to a PowerPoint file.

Click the **File Tab** to access the *Backstage View*.

- Options include **Save As**, **Open**, **Print**, **Help** and **Exit**.
- Click **Info** to apply protection, to check for issues and manage versions.
- Click **Options** to adjust your preferences.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

This document is posted on the ITCD Web site <http://itcd.hq.nasa.gov/ctc>.

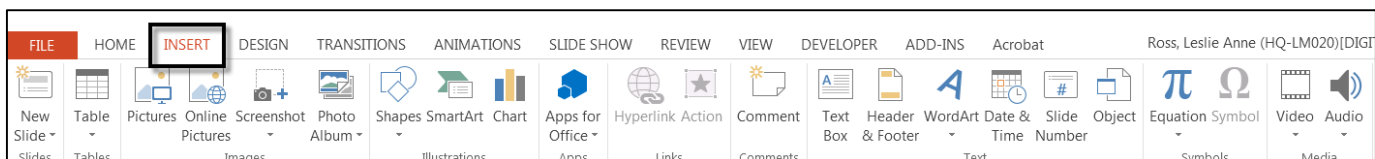
Tabs and Ribbons

Designed to quickly find the commands to complete a task, each command tab displays a ribbon with features organized in logical groups. **Tabs** are contextual and include features used most often. There are also tools tabs that display only when appropriate for the action being performed at the time. **Picture Tools Format** and **Drawing Tools Format** are tools tabs. Tabs and ribbons can be customized to include custom groups and user-selected commands. Below are screenshots of all command tabs in PowerPoint 2013.

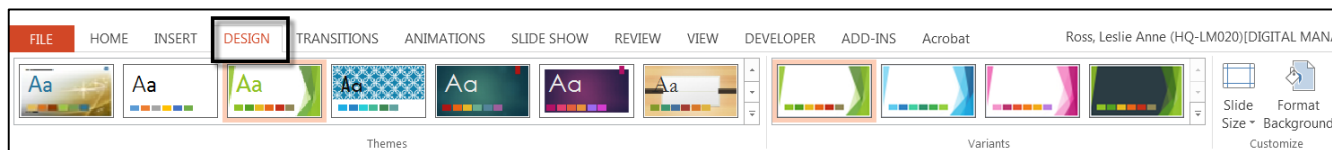
Command Tab Home: Clipboard, Slides, Font, Paragraph, Drawing and Editing



Command Tab Insert: Slides, Tables, Images, Illustrations, Apps, Links, Comments, Text, Symbols and Media



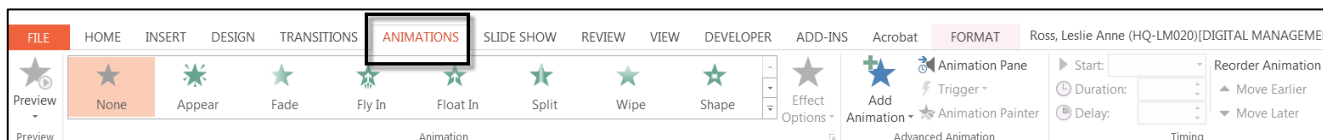
Command Tab Design: Themes, Variants and Customize



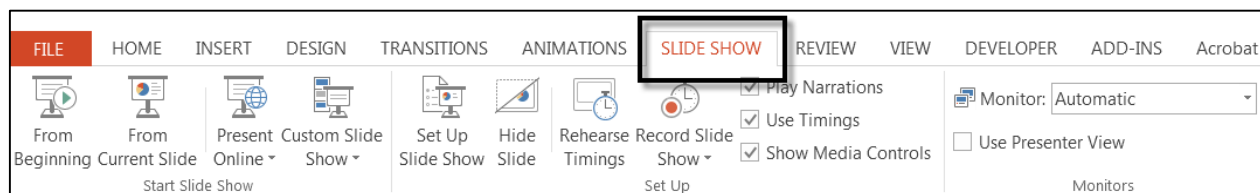
Command Tab Transitions: Preview, Transition to This Slide and Timing

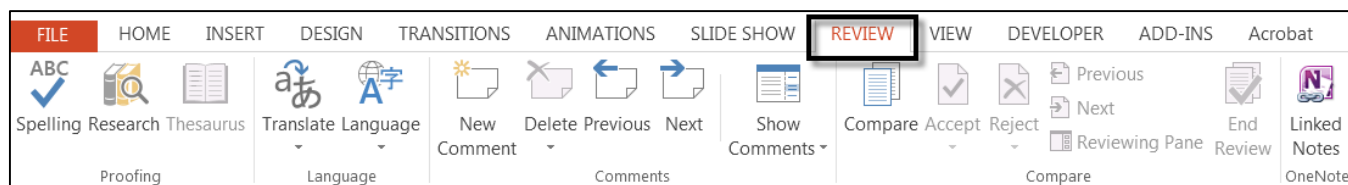
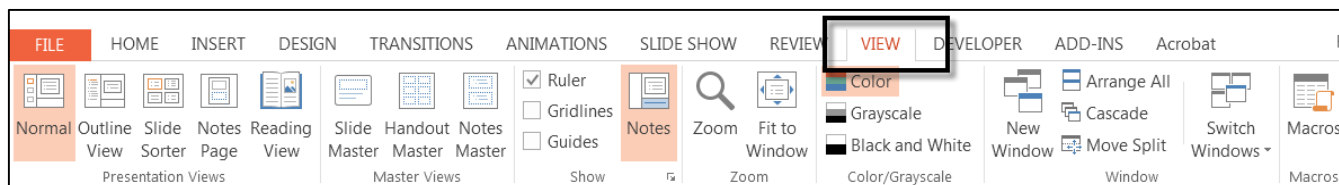
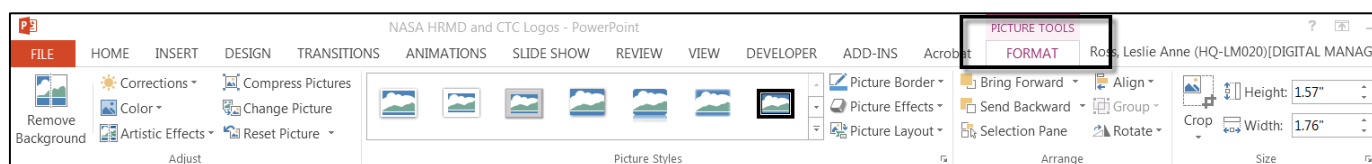
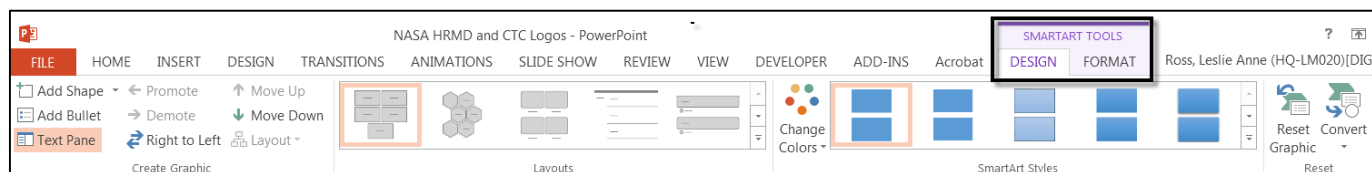
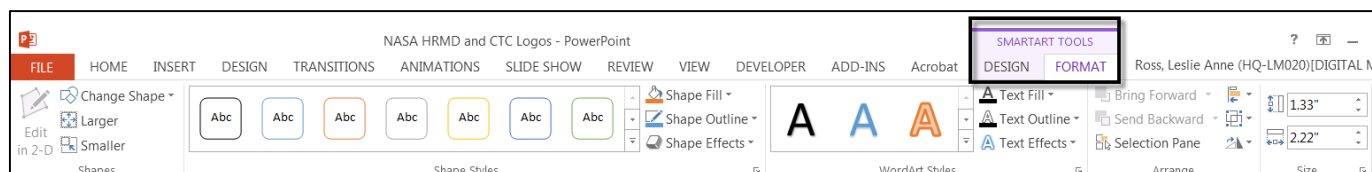
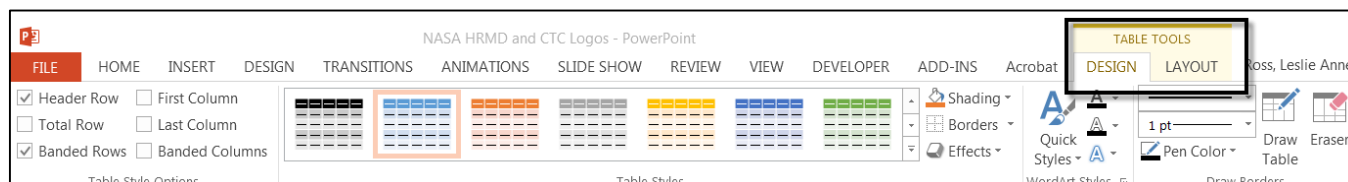
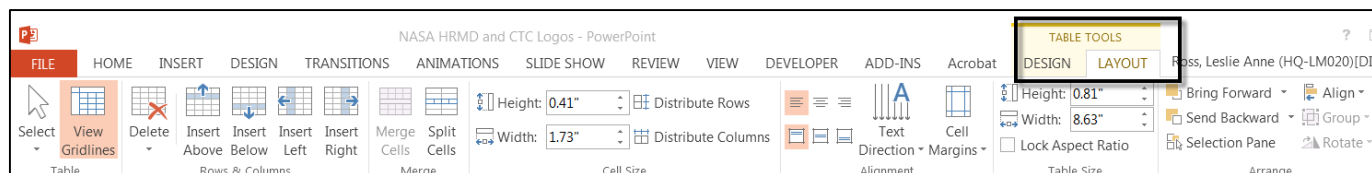


Command Tab Animations: Preview, Animation, Advanced Animation and Timing

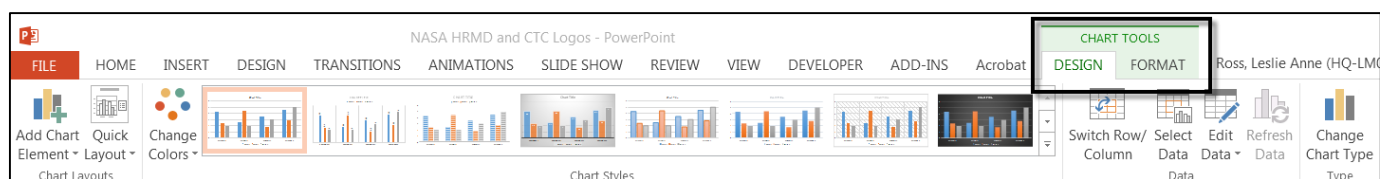


Command Tab Slide Show: Start Slide Show, Set Up and Monitors

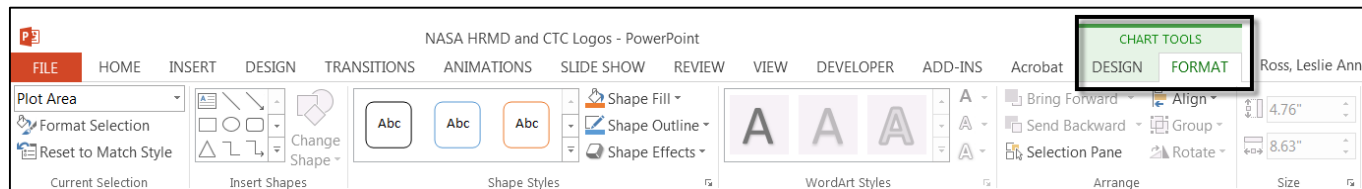


Command Tab Review: Proofing, Language, Comments, Compare and OneNote**Command Tab View: Presentation Views, Master Views, Show, Zoom, Color/Grayscale, Window and Macros****Tool Tab Picture Format: Adjust, Picture Styles, Arrange and Size****Tool Tab SmartArt Design: Create Graphic, Layouts, SmartArt Styles and Reset****Tool Tab SmartArt Format: Shapes, Shape Styles, WordArt Styles, Arrange and Size****Tool Tab Tables Design: Table Style Options, Table Styles, WordArt Styles and Draw Borders****Tool Tab Tables Layout: Table, Rows & Columns, Merge, Cell Size, Alignment, Table Size and Arrange**

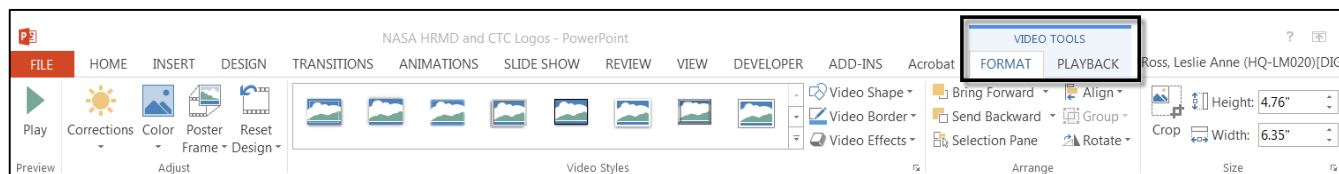
Tool Tab Chart Design: Chart Layouts, Chart Styles, Data and Type



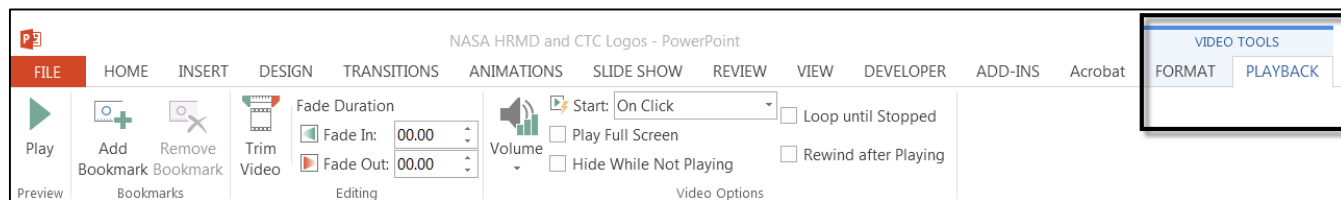
Tool Tab Chart Format: Current Selection, Insert Shapes, Shape Styles, WordArt Styles, Arrange and Size



Tool Tab Video Format: Preview, Adjust, Video Styles, Arrange and Size



Tool Tab Video Playback: Preview, Bookmarks, Editing and Video Options



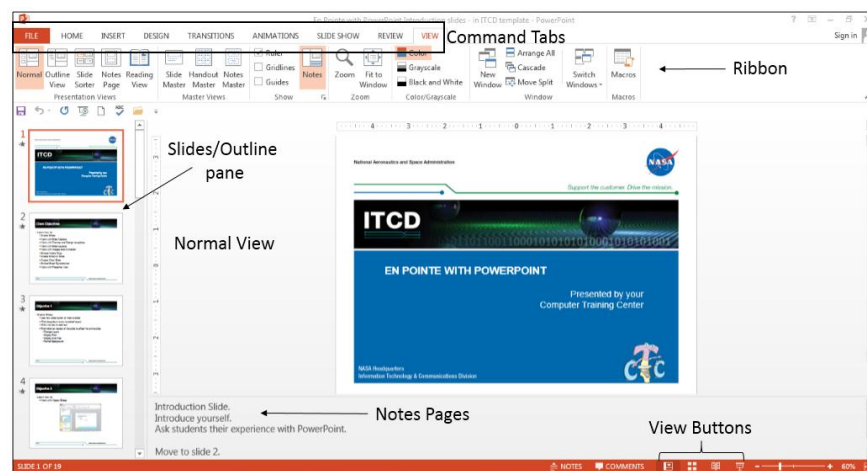
PowerPoint Views

There are several views in PowerPoint – Normal, Outline, Slide Sorter, Notes Pages, Reading View and Slide Master views. There are specific scenarios for which each view is the preferred view. Below are screenshots of the views and the preferred uses for each. To access the views, click **View Tab** or use the **View** buttons in the bottom right corner of the screen.




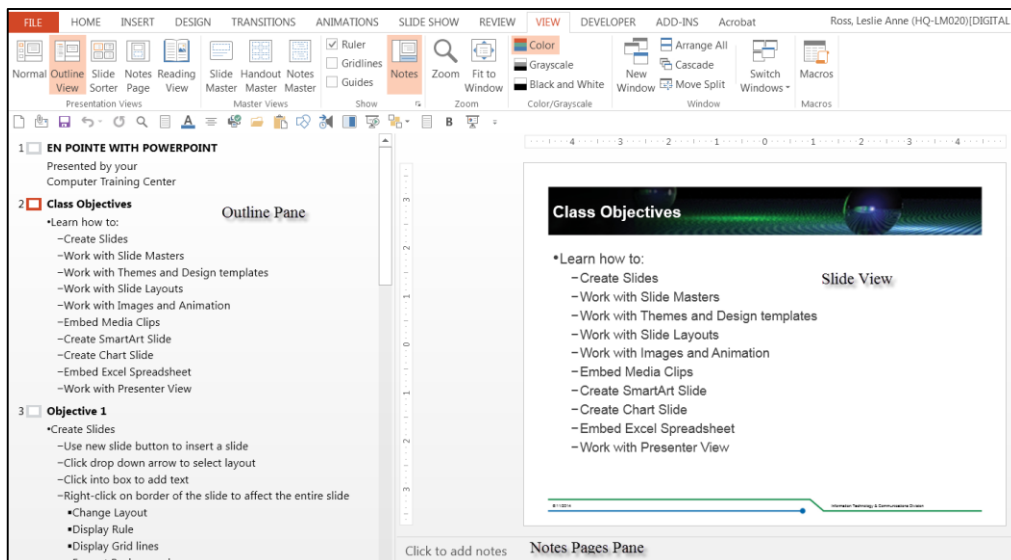
Normal View: Best used for editing and inserting objects on the slide

- Normal view includes the Slide/Outline pane to the left with thumbnails of the slides to use to navigate, a large view of the slide itself and the Notes Page pane at the bottom to enter the speaker's notes.



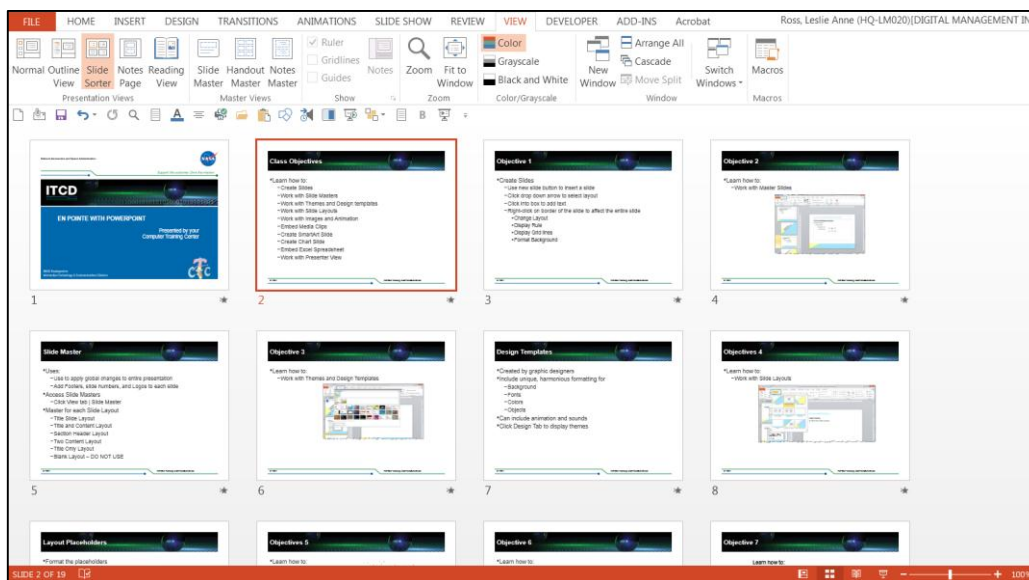
Outline View: Best used to enter text in bulleted lists

- In the Outline view, you can type the text without concern for placement or other objects.
- To indent a bullet, press **Tab**.
- To promote a bullet, press **Shift + Tab**. You can also use the **Promote** and **Demote** buttons  on the **Home** tab.



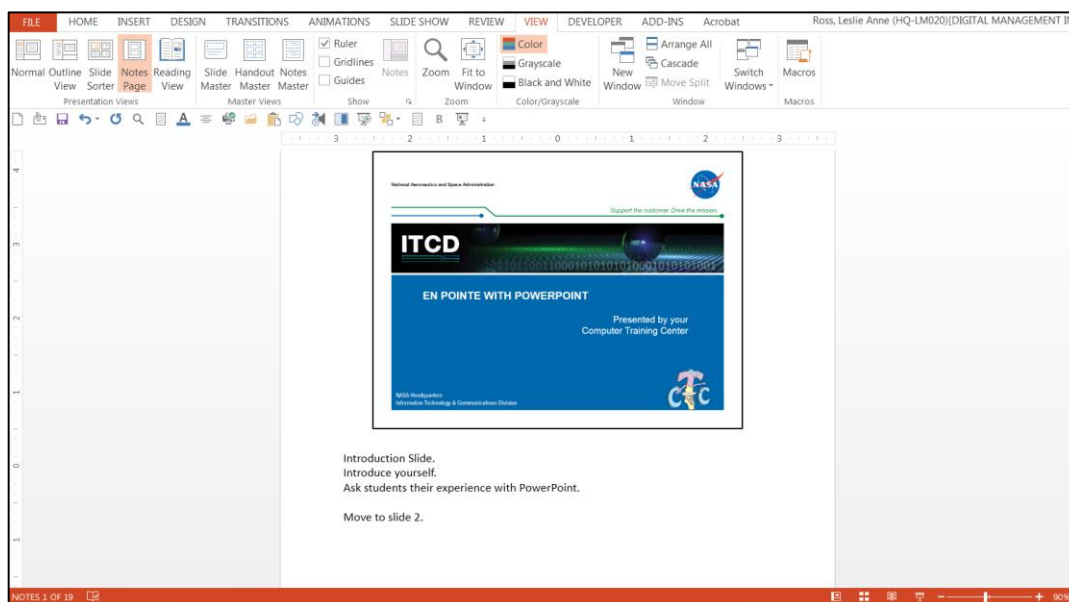
Slide Sorter View: Best used to apply transitions, move, delete or copy slides

- To apply a transition, select all the slides, click **Transitions Tab**, and apply a Transition from the Gallery provided.
- To copy a slide, right-click on the slide and select **Copy** from the shortcut menu. Move to the insertion point and paste.
- To delete a slide, click on the slide and press the **Delete** key on your keyboard.
- To move a slide, click on the slide and hold your mouse. Drag the slide to the new position and release the mouse.



Notes Pages View: Best used when entering the speaker's notes.

- This view displays the slide in a half page format with the Notes data entry field below it.
- Click into the **Notes page frame** and type the notes for each slide.



Quick Access Toolbar



Displaying the Toolbar

To display the **Quick Access Toolbar** above or below the ribbon, click the **Customize Quick Access Toolbar** drop-down arrow. The *Quick Access Toolbar menu* displays (shown below). Select **Show Above (or Below) the Ribbon**.

Customizing the Quick Access Toolbar

The power of the **Quick Access Toolbar** is the ability to select commands you want in one place, rather than spread across different command and tools tabs. Customize the toolbar by selecting the desired commands in the Customize Quick Access Toolbar drop-down list.

Adding More Commands

1. Click the **Customize Quick Access Toolbar** drop-down arrow.
2. Click **More Commands**. The *Customize Quick Access Toolbar* window displays (shown right).
3. Select the commands to be added from the **Choose commands from** in the left command list.
4. Click **Add** and the command will display in the **Customize the Quick Access Toolbar** in the right command list.
5. Click the **Up** and **Down** arrows to change the order of the commands.
6. Click **OK**.

